

POSITION DESCRIPTION

Position Title:	Team Leader Works (Parks, Roads, Waste respectively)
Reporting to:	Senior Works Officer
Status:	Permanent, Full Time
Salary:	Level 5
Award Conditions:	Local Government Industry Award 2020
Location:	Various

POSITION STATEMENT

This position is responsible for the day to day supervision of Council's core community works service functions are carried out in each West Arnhem Regional Council geographical location.

ACCOUNTABILITIES & RESPONSIBILITIES

Strategic Team Management	<ul style="list-style-type: none"> • Provide advice and support to the Senior Works Officer and Council Services Manager to ensure that core community service functions of parks, roads and/or waste – respectively) are delivered to provide quality outputs to the community in a timely manner.
Operational Team Management	<ul style="list-style-type: none"> • Supervise the Team to ensure initiative, work in a collaborative manner and the provision of exceptional customer service within the community. • Oversee the development and implementation of change management initiatives within the team. • Ensure plant and equipment are: <ul style="list-style-type: none"> ○ safely and securely stored; ○ regularly cleaned; and ○ serviced and maintained on a daily, weekly, monthly basis in accordance with the relevant operators manual. • Ensure a high quality of work output in the delivery of activities and functions that will include, but is not limited to: <ul style="list-style-type: none"> ○ basic maintenance and construction work of roads, laying and patching bitumen, drainage construction and maintenance; ○ reporting on the state of roads; ○ preparation work and laying of pavers, setting up simple formwork and steel fixing, forming and finishing for concreting; ○ maintenance of parks, gardens and open spaces; ○ maintenance of the landfill site; ○ collection and appropriate disposal of waste; ○ removal of recyclables from the waste stream; ○ operating Class C equipment, Class A and B machines (including changing and using all basic attachments) and associated tools; ○ monitoring water infrastructure and potable water quality; ○ monitoring sewerage and inspect sewerage infrastructure; ○ sampling; ○ coordination of animal control and welfare; and



	<ul style="list-style-type: none"> ○ assisting in the coordination of contractors and material resources. ● Provide safe and well-maintained cemetery grounds and facilities and interment services as required. ● Ensure complaints from the public are addressed appropriately and in a timely manner. ● Respond to office-based requests for assistance in a timely manner. ● Provide leadership, support and guidance to staff and monitor work performance to ensure: <ul style="list-style-type: none"> ○ staff are thoroughly inducted, trained and informed in relation to performing work tasks; ○ safe and effective work practices are being followed. ○ staff attendance is recorded accurately and timesheets are submitted on time; and ○ disciplinary issues are addressed promptly. ● With the Senior Works Officer, participate in: <ul style="list-style-type: none"> ○ planning, scheduling, coordinating and implementing daily or weekly activities and minor works programs as required; ○ reviewing and co-ordinating labour, plant and material resources; ○ the development and preparation of a budget, monitoring and reporting on expenditure; ○ daily Pre-Start Meetings and Toolbox Talks; and ○ reviews of practices and procedures and make recommendations for improvement. ● Identify improvements that may facilitate a more efficient service. ● Provide technical advice and support as required to relevant staff to assist with the successful completion of planned, programmed and scheduled Council work. ● Ensure team interactions with the public are conducted in a respectful and courteous manner, and enquiries and complaints from the public are dealt with in a timely manner.
<p>Teamwork</p>	<ul style="list-style-type: none"> ● Oversee the performance of direct staff and complete performance reviews and training/development plans to ensure timely feedback, give appropriate recognition which reflects the contribution of staff who have the required skills and motivation to do the job. ● Promote a team approach to problem solving and encourage innovative practice. ● Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel. ● Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.
<p>Policies and Procedures</p>	<ul style="list-style-type: none"> ● Comply with WARC policies and procedures, budgets and funding guidelines and best practices. ● Comply with (and ensure staff are abreast of) all relevant legislation and regulations.



Work Health and Safety	<ul style="list-style-type: none"> • In accordance with work health and safety legislation: <ul style="list-style-type: none"> ○ ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses, and within your area of responsibility, ensure compliance with work health and safety legislation and Council’s work health and safety policies and procedures. ○ carrying out inductions, and providing direction and supervision to visiting contractors if required; and ○ maintaining a professional working relationship with Power and Water Corporation and all associated personnel. • Contribute to organisational continuous quality improvement and (if appropriate) internal reporting to the Council Services Manager. • Take reasonable care to protect the health and safety of staff and others. • Actively participate in safety improvement activities.
General Responsibilities	<ul style="list-style-type: none"> • Comply with the West Arnhem Regional Council ‘Code of Conduct’ and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. • Other duties, consistent with skills and experience, as directed by the Senior Works Officer.

SELECTION CRITERIA

Essential	<ol style="list-style-type: none"> 1. Certificate III or IV in Civil Construction or extensive knowledge and experience in road maintenance, water, sewerage, waste, animal control and welfare, or parks and gardens activities 2. Proven experience supervising a team. 3. Good interpersonal skills including ability to communicate effectively and take the lead in the training and multi skilling of an indigenous workforce. 4. Proven ability to work independently and in a team environment aimed at completing projects on time, to the specified quality and within budget. 5. Proven ability to develop and implement community works programs. 6. An ability to communicate sensitively and effectively with people (particularly Indigenous). 7. Knowledge of basic financial processes. 8. Competently operate Class C equipment and other types of Class A and B machines including safe operation of all plant, equipment and tools. 9. Sound understanding of Work Health and Safety in the workplace. 10. Construction White Card. 11. Work Safely at Heights; 12. Current Northern Territory Driver’s Licence. 13. National Criminal History Check clearance. 14. Current Working with Children/Ochre Card.
Desirable	<ol style="list-style-type: none"> 1. ChemCert Certificate



YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

This position manages a specialist unit.

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

Reports to

Senior Works Officer

Internal

Council Services Manager
Chief Operating Officer
Trades staff
Community Works Team
People & Learning Team
All Staff

External

Community organisation representatives
Council contractors
Council suppliers
Community members

